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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

23 October 1952

SUBJECT: Employment of Consultants

25X1A REFERENCES: (a) DCI memo dated 29 February 1952, same subject
(b) [REDACTED] dated 27 August 1952, sub:
"Establishment of Consultant Qualifications Register"

1. The referenced memorandum established the policy that no approach would be made to any person respecting service as a CIA Consultant without the clearance of a Deputy Director, Assistant Director or Senior Staff Chief of the Deputy Director (Plans), and the approval of the Director.

2. In order to systematize the implementation of this policy, the following procedure is hereby established:

(a) The recommending office shall request an indices check by Inspection and Security for contact clearance.

(b) Upon notification that clearance to contact has been granted, a memorandum requesting the Director's approval shall be prepared and forwarded. Such memorandum shall include the following information:

- (1) name of the recommended individual
- (2) office requesting his appointment
- (3) contemplated use and duration of employment
- (4) explanation of why existing Agency consultants cannot be utilized
- (5) necessary biographical information to support the request for the particular individual concerned, and
- (6) rate of compensation

(c) At the same time the requesting office shall prepare and forward to the Assistant Director (Personnel), with a copy of the above memorandum, a Standard Form 52, "Request for Personnel Action," which will be held by the Assistant Director (Personnel) until return of the requesting memorandum with the Director's approval.

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